



State of New Jersey  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
DIVISION OF CONSUMER AFFAIRS  
STATE BOARD OF PROFESSIONAL ENGINEERS AND LAND SURVEYORS  
HOME INSPECTION ADVISORY COMMITTEE  
124 HALSEY STREET, 3RD FLOOR, P.O. BOX 45043  
NEWARK, NEW JERSEY 07101  
(973) 504-6233

## **Directions on How to Apply to Become a Licensed Home Inspector or a Licensed Associate Home Inspector**

All applications must be typed or printed legibly. Read all of the instructions.  
Failure to follow the directions will result in a delay in the processing of your application.

### **Instructions to Applicants**

#### **I. Photograph**

Every applicant is required to attach two clear, full-face passport-style photographs (2" x 2") of his or her head and shoulders. The photographs must have been taken no more than six months prior to the filing of this application.

#### **II. General Information**

Every applicant must supply his or her full legal name, a full residential address and a business address. A post office box may be used as your address of record, but only if you provide another address which includes a street, city and ZIP code. Your address of record may be made available to the public. It will be posted as part of the Online Licensee Directories at <http://www.state.nj.us/lps/ca/director.htm>.

#### **III. Examination/Licensure Status**

1. List the date that you passed the National Home Inspector examination administered by either the American Society of Home Inspectors (ASHI) or the Examination Board of Professional Home Inspectors (EBPHI).
2. List any other state or jurisdiction where you hold or have held a home inspector's license or permit and the status of the license or permit.
3. The Committee will request written verification from any state you have indicated on your application. It is your responsibility to contact the applicable state office(s) to ensure that the necessary written verification will be submitted to our office. If another state requires a fee to be paid for verification to be sent to the Committee, it is your responsibility to pay the fee.

#### **IV. Character**

If you answer "Yes" to any one of questions 9 through 15 on page three, please provide a copy of the necessary documentation.

#### **V. Education**

Applicants will have completed an approved course of study from an institution approved by the Department of Education. Transcripts must contain the Committee's assigned application number for the applicant, must be sent directly from the institution to the Committee's office and must have the institution's official seal. Transcripts without application numbers will not be accepted. It is your responsibility to request that your transcript be sent to the Committee's office.

#### **VI. Home Inspection Experience**

List only those inspections that have been completed prior to the application date. You will be required to verify and submit copies of the home inspection reports, as requested by the Committee.

#### **VII. Employment Record**

List your current and previous employment as requested.

## **VIII. Professional Licenses**

List any professional license you hold other than a license as a home inspector. Use additional sheets of paper if needed.

## **IX. Proof of Insurance**

N.J.S.A. 45:8-76 requires every licensed home inspector and associate inspector who is engaged in home inspection to secure, maintain and be responsible for filing with the Committee proof that he or she possesses a certificate of an error and omissions insurance policy, which shall be in a minimum amount of \$500,000 per occurrence. Every certificate of insurance required to be filed with the Committee "shall provide that cancellation or nonrenewal of the policy shall not be effective unless and until at least 10 days' notice of intention to cancel or nonrenew has been received in writing by the board."

## **Miscellaneous Information**

### **Fees**

All application fees shall be retained by the Committee and are nonrefundable. Fees must be submitted by check or money order, made payable to the State of New Jersey.

### **Exams**

Applicants are required to have passed the examination given by ASHI prior to December 31, 1999, or the National Home Inspector examination offered by the EBPHI since January 2000.

## **Applicant's Check List**

- 1) Be sure to read all directions carefully.
- 2) Take note of all deadlines.
- 3) Type or print the application (in ink).
- 4) Be sure to have the application notarized (see the affidavit).
- 5) Be sure to fill out all sections of the application completely.
- 6) Remember to sign the application.
- 7) Application fees must be paid in the form of a check or money order, made payable to the State of New Jersey.  
Please do not staple the check or money order to the application.